

CITY OF NEWTON, MASSACHUSETTS  
PURCHASING DEPARTMENT  
[purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)  
Fax (617) 796-1227

May 4, 2009

ADDENDUM #1  
INVITATION FOR BID #09-89

**SUPPLY AND DELIVER INSTRUCTIONAL SUPPLIES**

THIS ADDENDUM IS TO: **PROVIDE A REVISED INVITATION FOR BID:**

**There is a 20 page REVISED Invitation for Bid attached to the online version of this document. Due to the size of this document, it will not be faxed with this addendum. Bidders are required to download the REVISED IFB at [www.ci.newton.ma.us/bids](http://www.ci.newton.ma.us/bids).**

**All Bidders must submit their bid on the REVISED ITEM SHEETS. Any bid submitted without the REVISED ITEM SHEETS shall be deemed non-responsive.**

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM**

Thank you.  
Re Cappoli  
*Chief Procurement Officer*

**CITY OF NEWTON**  
**PURCHASING DEPARTMENT**

***CONTRACT FOR THE NEWTON PUBLIC SCHOOLS***

***REVISED - PROJECT MANUAL:***  
**SUPPLY AND DELIVER INSTRUCTIONAL SUPPLIES**  
***REVISED INVITATION FOR BID #09-89***

**April 2009**

**David B. Cohen, Mayor**

**CITY OF NEWTON**  
**PURCHASING DEPARTMENT**  
**REVISED INVITATION FOR BID #09-89**

The City of Newton invites sealed bids from Contractors for:

**SUPPLY & DELIVERY**  
**INSTRUCTIONAL SUPPLIES**

**Bids will be received until: 10:00 a.m. on May 14, 2009**

at the Purchasing Department, Room 204, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for bids all bids received within the time specified will be publicly opened and read aloud.

Multiple awards may occur under this contract. This bid is broken into 11 categories, Category A-J & Z. Bid items will be awarded **to the lowest responsive and responsible bidder based on category total for A, B, C, D, E, F, G, H, I, J. If bidding on Category A – J, ALL items within that category must be bid on. Category Z will be awarded by line item.**

**This will be a one-time purchase. Contractors will receive a Purchase Order for the items that are awarded to them.**

Deliveries are to be completed within thirty (30) calendar days after the start of school, unless otherwise indicated or notified by the Contractor and approved in writing by the Purchasing Manager, Newton Public Schools.

Contract Documents will be available on line at [www.ci.newton.ma.us/bids](http://www.ci.newton.ma.us/bids) or at the Purchasing Department after **10:00 a.m., April 30, 2009.**

<b>All bids shall be submitted as one (1) ORIGINAL and SIX (6) COPIES.</b>
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There are 13 pages of Item Sheets - PLEASE ensure that you submit all pages and mark any items you **DO NOT** wish to bid on with the words "**NO BID**".

There will be no charge for contract documents. Bid Surety is not required for this bid.

All bids are subject to the provisions of M.G.L. Chapter 30B. Delivery shall be F.O.B. Newton, Massachusetts.

Some City of Newton bids are available on our website, [www.ci.newton.ma.us/bids](http://www.ci.newton.ma.us/bids) **INVITATION FOR BID**. It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda's will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you may email Purchasing at [purchasing@newtonma.gov](mailto:purchasing@newtonma.gov) or fax us at 617-796-1227 with your NAME, ADDRESS, PHONE, FAX AND **INVITATION FOR BID NUMBER**.

The City of Newton's Purchasing Dept. will convert to an email notification system of all upcoming public bids effective July 1, 2009. If you wish to receive notification of bids, please email us your company information to [purchasing@newtonma.gov](mailto:purchasing@newtonma.gov), otherwise you may view all City of Newton public bids online at [www.ci.newton.ma.us/bids](http://www.ci.newton.ma.us/bids).

The City of Newton reserves the right to waive any informalities in any or all bids, or to reject any or all bids, if it be in the public interest to do so.

CITY OF NEWTON

Re Cappoli  
*Chief Procurement Officer*

April 30, 2009

**CITY OF NEWTON, MASSACHUSETTS  
PURCHASING DEPARTMENT**

**GENERAL TERMS AND CONDITIONS**

1. The right is reserved to reject any and all bids, to waive informalities, and to make award as may be determined to be in the best interest of the City of Newton.
2. Prices quoted must include delivery to the City , as specified on the Purchase Order.
3. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.
4. The award to the successful bidder may be canceled if successful bidder shall fail to prosecute the work with promptness and diligence.
5. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on purchase order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.
6. The successful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the SELLOR.
7. The SELLOR shall indemnify and save harmless the City and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the SELLOR, within a reasonable time, will at it's expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefore.
8. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.
9. Purchases made by the City are exempt from Federal excise taxes and bid prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
10. All bids shall be based on the quantities set forth on the attached bid sheets. These quantities shall be used as a basis for the comparison of the bid proposals. It is agreed that the quantities given in this proposal are assumed solely as a basis for the comparison of the proposals. While the quantities are based on the City's best estimates of the work to be performed during the term of this Contract, the City does not expressly or by implication agree that the actual amount of work will even approximately correspond herewith, and the City reserves the right to increase or diminish the amount of any class or portion of the work as it may deem necessary, without change of price per unit of quantity.
11. If so stated in the Invitation For Bid the successful bidder will be required to furnish a performance and/or a labor and material payment bond, in an amount, in a form and with a surety satisfactory to the City. The bidder shall be responsible for the cost of the bond(s).
12. If the Invitation for Bids requires bid surety, this surety shall be in the form of a cash, bid bond, cashier's check, treasurer's check, or certified check on a responsible bank, payable to the City of Newton, and must be filed with the original bid in the Office of the Purchasing Agent. Failure to do so will lead to rejection of bid. The bid surety will be returned to the successful bidder within seven (7) days execution of awarded, and approval by the City of performance and/or payment bond(s). In case of default, the bid surety shall be forfeited to the City.
13. Verbal orders are not binding on the City and deliveries made or work done without formal Purchase Order or Contract are at the risk of the SELLOR or Contractor and may result in an unenforceable claim.
14. The SELLOR shall agree to indemnify, defend and hold the City harmless from any and all claims arising out of the performance of this contract.
15. "Equality - An item equal to that named or described in the specifications of the contract may be furnished by the Vendor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall

be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications. The name and identification of all materials other than the one specifically named shall be submitted to the City in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39J, approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the Vendor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment and operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Vendor.

For the use of material other than the one specified, the Vendor shall assume the cost of and responsibility for satisfactorily accomplishing all changes in the work as shown. If no manufacturer is named, the Vendor shall submit the product he intends to use for approval of the City.

Except as otherwise provided for by the provisions of M.G.L., Ch. 30, Sec. 39J, the Vendor shall not have any right of appeal from the decision of the City condemning any materials furnished if the Vendor fails to obtain the approval for substitution under this clause. If any substitution is more costly, the Vendor shall pay for such costs."

16. Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 is applicable to all City of Newton contracts for materials and supplies. A copy of this plan may be obtained from the Purchasing Department.
17. Notice is hereby given that the City of Newton Minority Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-discrimination and Affirmative Action Program is applicable to all City of Newton contracted in excess of \$50,000.00. A copy of these plans may be obtained from the Purchasing Department.
18. Right To Know:

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F of the M.G.L. are cautioned to obtain and read the law and rules and regulations referred to above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for \$2.00 plus \$.65 postage.

19. In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

**FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS COULD RESULT IN THE CANCELLATION OF YOUR CONTRACT.**

## ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigns knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.\*

\_\_\_\_\_  
\*\*Signature of Individual  
or Corporate Contractor (Mandatory)

\_\_\_\_\_  
\*\*\* Contractor's Social Security Number  
(Voluntary) or Federal Identification Number

By: \_\_\_\_\_  
Corporate Officer  
(Mandatory, if applicable)

Date: \_\_\_\_\_

\* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

\*\* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

\*\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.

# NEWTON PUBLIC SCHOOLS SPECIFICATIONS FOR INSTRUCTIONAL SUPPLIES

## 1.0 Scope

- 1.1 Newton Public Schools is accepting bids for INSTRUCTIONAL Supplies as per the bid list attached. All bids must be submitted in the manner and form prescribed by the Specifications which control award of the contract(s). Bid items will be awarded **to the lowest responsive and responsible bidder based on category total for A, B, C, D, E, F, G, H, I, J. Category Z will be awarded by line item. If bidding on Category A – J, ALL items within that category must be bid on.**
- 1.2 Quantities specified are based on a census taken by Newton Public Schools. Newton Public Schools reserves the right to increase or decrease quantities to be ordered within the time limits set forth in the bid. In accordance with M.G.L. c.30B the total increase shall not exceed twenty-five percent (25%) of the total contract price. Bids must remain in effect a minimum of ninety (90) days after the bid opening.
- 1.3 All prices shall be F.O.B. Destination inside individual schools.
- 1.4 **There are 13 pages of Item Sheets - PLEASE ensure that you submit all pages and mark any items you do NOT wish to bid on with the words “NO BID”.**

## 2.0 Description and Quality

- 2.1 Wherever items are specified by trade name, manufacturer, or dealer's catalog number, or by any other reference, it shall be taken to mean the items as this described or any other item equal thereto in quality, finish, durability, compatibility, safety and serviceability for the purpose for which it is intended. If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. When the bidder does not state the brand, it is understood that the offer is exactly as specified. Final decisions concerning the quality of items, other than those specifically designated, is to rest with the Newton Public Schools whose determination shall be final and conclusive. Contractors shall guarantee quality control of all goods at no additional cost to the City. Samples shall be furnished free-of-charge upon request and may be retained for future comparisons. Samples and literature must be provided within five (5) days after the request.
- 2.2 Newton Public Schools encourages environmentally preferable products, i.e., products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service: 1) emphasis on multiple environmental considerations such as recycled content, energy and water efficiency, renewable resource use and toxicity considerations rather than any single environmental feature; 2) evaluation of environmental impacts throughout the life cycle of the product which includes impacts during the manufacture, use and disposal of the product; and 3) recognition of cost and performance remain critical factors in all purchasing decisions. All products must be latex free and nut free.
- 2.3 Material Safety Data Sheets must be forwarded to the Purchasing Department, Newton Public Schools, 100 Walnut Street, Newtonville, MA 02460, within thirty (30) days after the bid award. All products must be properly labeled with the product name, manufacturer's name, address and emergency telephone number, ingredients, cautions, warnings, hazard rating and first aid.

## 3.0 Delivery

- 3.1 All packages, cartons, or other containers must be clearly marked with a) the school designation, b) a packing slip with contents or item number from specifications, c) the number of boxes on shipment, d) the purchase order number and e) the vendor's name and order number. **December and April** copy paper deliveries shall not be subject to any additional shipping charges.

- 3.2 Deliveries shall be made to approximately twenty-two (22) schools as per the bid award schedule. All deliveries shall be made to the inside of the buildings and contractors are cautioned to notify their shipping contractors that adequate assistance must be provided at the point of delivery. No sidewalk deliveries will be accepted.
- 3.3 **This will be a one-time purchase. Contractors will receive a Purchase Order for the items that are awarded to them.**
- 3.4 Deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday. Forty-eight (48) hours notice of delivery is required by contacting Purchasing 617-559-9050. Newton Public Schools shall not be responsible for deliveries that cannot be made because notice was not received in time.
- 3.5 **Deliveries are to be completed by August 21st, 2009, unless otherwise indicated or notified by the Contractor and approved in writing by the Purchasing Manager, Newton Public Schools.**

#### 4.0 Payment

- 4.1 Invoices shall be billed to Accounts Payable, Newton Public Schools, 100 Walnut Street, Newtonville, Massachusetts 02460.
- 4.2 Invoices must be in duplicate, by school, including the a) purchase order number, b) school name, c) item number, d) quantities, e) description, f) unit price and g) totals.

**END OF SECTION**



**REVISED - ITEM SHEET - PAGE 1**

There are 13 pages of Item Sheets - PLEASE ensure that you submit all pages and mark any items you do NOT wish to bid on with the words "NO BID". If items are identified as part of a category (A – J) you must bid on all items within that category total with the exception of category Z items which should be bid by line item.

Item # / Category	Description	Unit	Unit Cost	Qty	Total	Approved equal * brand, model # (Must attach specs)
	<b>CATEGORY #A</b>					
01-01-003 <b>CAT #A 1 of 3</b>	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES ( <b>AUGUST DELIVERY</b> ): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	2551	\$ _____	
01-01-004 <b>CAT #A 2 of 3</b>	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES ( <b>DECEMBER DELIVERY</b> ): HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	2005	\$ _____	
01-01-005 <b>CAT #A 3 of 3</b>	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES ( <b>APRIL DELIVERY</b> ): HARD SURFACED, MOISTURE RESISTANT WRAP. NOTE: NEW OPTION	CTN/10 REAMS	\$ _____	483	\$ _____	<b>CAT #A TOTAL =</b> \$ _____

**ITEM SHEET CONTINUED**

**REVISED - ITEM SHEET - PAGE 2**

	CATEGORY #B					
01-01-006 <b>CAT #B 1 of 8</b>	MULTI- PURPOSE RECYCLED COPY PAPER - <b>CANARY</b> 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	28	\$ _____	
01-01-007 <b>CAT #B 2 of 8</b>	MULTI- PURPOSE RECYCLED COPY PAPER - <b>BLUE</b> 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	37	\$ _____	
01-01-008 <b>CAT #B 3 of 8</b>	MULTI- PURPOSE RECYCLED COPY PAPER - <b>SALMON</b> 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	18	\$ _____	
01-01-009 <b>CAT #B 4 of 8</b>	MULTI- PURPOSE RECYCLED COPY PAPER - <b>GREEN</b> 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES; HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	21	\$ _____	
01-01-010 <b>CAT #B 5 of 8</b>	MULTI- PURPOSE RECYCLED COPY PAPER - <b>GOLDENROD</b> 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	14	\$ _____	
01-01-012 <b>CAT #B 6 of 8</b>	MULTI- PURPOSE RECYCLED COPY PAPER - <b>PINK</b> 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	19	\$ _____	
01-01-013 <b>CAT #B 7 of 8</b>	MULTI- PURPOSE RECYCLED COPY PAPER - <b>CHERRY</b> 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	27	\$ _____	
01-01-014 <b>CAT #B 8 of 8</b>	MULTI- PURPOSE RECYCLED COPY PAPER - <b>LILAC</b> 8-1/2 X 11, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	29	\$ _____	<b>CAT #B TOTAL =</b> \$ _____

**ITEM SHEET CONTINUED**

**REVISED - ITEM SHEET - PAGE 3**

	CATEGORY #C					
01-15-007 CAT #C 1 of 9	REPORT COVER 2- POCKETS, <b>DARK BLUE</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	42	\$ _____	
01-15-008 CAT #C 2 of 9	REPORT COVER 2- POCKETS, <b>TEAL</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	55	\$ _____	
01-15-009 CAT #C 3 of 9	REPORT COVER 2- POCKETS, <b>ORANGE</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	60	\$ _____	
01-15-010 CAT #C 4 of 9	REPORT COVER 2- POCKETS, <b>PURPLE</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	46	\$ _____	
01-15-011 CAT #C 5 of 9	REPORT COVER 2- POCKETS, <b>RED</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	102	\$ _____	
01-15-012 CAT #C 6 of 9	REPORT COVER 2- POCKETS, <b>LIGHT BLUE</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	78	\$ _____	
01-15-013 CAT #C 7 of 9	REPORT COVER 2- POCKETS, <b>YELLOW</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	121	\$ _____	
01-15-014 CAT #C 8 of 9	REPORT COVER 2- POCKETS, <b>LIGHT GREEN</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	90	\$ _____	
01-15-015 CAT #C 9 of 9	REPORT COVER 2- POCKETS, <b>ASSORTED</b> COLORS; 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	84	\$ _____	CAT #C TOTAL = \$ _____
	CATEGORY #D					
01-15-016 CAT #D 1 of 4	REPORT COVER 2- POCKETS, 3- FASTENERS, <b>ASSORTED</b> COLORS: 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	39	\$ _____	
01-15-017 CAT #D 2 of 4	REPORT COVER 2- POCKETS, 3- FASTENERS, <b>GREEN</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	39	\$ _____	
01-15-018 CAT #D 3 of 4	REPORT COVER 2- POCKETS, 3- FASTENERS, <b>BLUE</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	30	\$ _____	
01-15-019 CAT #D 4 of 4	REPORT COVER 2- POCKETS, 3- FASTENERS, <b>RED</b> : 8-1/2 x 11 SHEET SIZE. DUO-TANG OR APPROVED EQUAL.	BOX/25	\$ _____	30	\$ _____	CAT #D TOTAL = \$ _____

**REVISED - ITEM SHEET - PAGE 4**

	<b>CATEGORY #E</b>					
01-21-003 CAT #E 1 of 3	BALLPOINT STICK PENS: <b>BLACK MEDIUM</b> POINT. NONREFILLABLE; BIC ROUND STIC OR APPROVED EQUAL.	BOX/12	\$ _____	221	\$ _____	
01-21-004 CAT #E 2 of 3	BALLPOINT STICK PENS: <b>BLUE MEDIUM</b> POINT. NONREFILLABLE; BIC ROUND STIC OR APPROVED EQUAL.	BOX/12	\$ _____	200	\$ _____	
01-21-005 CAT #E 3 of 3	BALLPOINT STICK PENS: <b>RED MEDIUM</b> POINT. NONREFILLABLE; BIC ROUND STIC OR APPROVED EQUAL.	BOX/12	\$ _____	67	\$ _____	CAT #E TOTAL = \$ _____
	<b>CATEGORY #F</b>					
01-40-030 CAT #F 1 of 6	LOW ODOR DRY ERASE MARKER- <b>BLACK</b> CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8001 OR APPROVED EQUAL.	BOX/12	\$ _____	424	\$ _____	
01-40-031 CAT #F 2 of 6	LOW ODOR DRY ERASE MARKER - <b>RED</b> - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8002 OR APPROVED EQUAL.	BOX/12	\$ _____	121	\$ _____	
01-40-032 CAT #F 3 of 6	LOW ODOR DRY ERASE MARKER - <b>BLUE</b> - CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8003 OR APPROVED EQUAL.	BOX/12	\$ _____	404	\$ _____	
01-40-033 CAT #F 4 of 6	LOW ODOR DRY ERASE MARKER- <b>GREEN</b> CHISEL TIP: CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 8004 OR APPROVED EQUAL.	BOX/12	\$ _____	147	\$ _____	
01-40-040 CAT #F 5 of 6	LOW ODOR DRY ERASE MARKER 4 - COLOR SET CHISEL TIP: <b>BLACK, RED, BLUE AND GREEN</b> , CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 80074 OR APPROVED EQUAL.	SET/4	\$ _____	215	\$ _____	
01-40-041 CAT #F 6 of 6	LOW ODOR DRY ERASE MARKER 8 - COLOR SET CHISEL TIP: <b>BLACK, RED, BLUE, GREEN, YELLOW, ORANGE, BROWN AND PURPLE</b> , CERTIFIED NON-TOXIC, CHILD-SAFE CAP. SANFORD EXPO 2 80078 OR APPROVED EQUAL.	SET/8	\$ _____	75	\$ _____	CAT #F TOTAL = \$ _____

**ITEM SHEET CONTINUED**

**REVISED - ITEM SHEET - PAGE 5**

	<b>CATEGORY #G</b>					
01-56-001 CAT #G 1 of 4	ECONOMY ROUND 3 RING VIEW BINDER: 1/2 INCH CAPACITY; <b>WHITE</b> .	EACH	\$ _____	399	\$ _____	
01-56-002 CAT #G 2 of 4	ECONOMY ROUND 3 RING VIEW BINDER: 1 INCH CAPACITY; <b>WHITE</b> .	EACH	\$ _____	350	\$ _____	
01-56-003 CAT #G 3 of 4	ECONOMY ROUND 3 RING VIEW BINDER: 2 INCH CAPACITY; <b>WHITE</b> .	EACH	\$ _____	209	\$ _____	
01-56-004 CAT #G 4 of 4	ECONOMY ROUND 3 RING VIEW BINDER: 3 INCH CAPACITY; <b>WHITE</b> .	EACH	\$ _____	85	\$ _____	CAT #G TOTAL = \$ _____
	<b>CATEGORY #H</b>					
01-56-005 CAT #H 1 of 4	ECONOMY ROUND 3 RING VIEW BINDER: 1/2 INCH CAPACITY; <b>BLACK</b> .	EACH	\$ _____	10	\$ _____	
01-56-006 CAT #H 2 of 4	ECONOMY ROUND 3 RING VIEW BINDER: 1 INCH CAPACITY; <b>BLACK</b> .	EACH	\$ _____	50	\$ _____	
01-56-007 CAT #H 3 of 4	ECONOMY ROUND 3 RING VIEW BINDER: 2 INCH CAPACITY; <b>BLACK</b> .	EACH	\$ _____	35	\$ _____	
01-56-008 CAT #H 4 of 4	ECONOMY ROUND 3 RING VIEW BINDER: 3 INCH CAPACITY; <b>BLACK</b> .	EACH	\$ _____	15	\$ _____	CAT #H TOTAL = \$ _____
	<b>CATEGORY #I</b>					
01-56-009 CAT #I 1 of 4	PREMIUM ROUND 3 RING PRESENTATION BINDER: 1/2 INCH CAPACITY; <b>WHITE</b> .	EACH	\$ _____	22	\$ _____	
01-56-010 CAT #I 2 of 4	PREMIUM ROUND 3 RING PRESENTATION BINDER: 1 INCH CAPACITY; <b>WHITE</b> . SAMPLE REQUIRED.	EACH	\$ _____	56	\$ _____	
01-56-011 CAT #I 3 of 4	PREMIUM ROUND 3 RING PRESENTATION BINDER: 2 INCH CAPACITY; <b>WHITE</b> .	EACH	\$ _____	36	\$ _____	
01-56-012 CAT #I 4 of 4	PREMIUM ROUND 3 RING PRESENTATION BINDER: 3 INCH CAPACITY; <b>WHITE</b> .	EACH	\$ _____	11	\$ _____	CAT #I TOTAL = \$ _____

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	CATEGORY #J					
01-56-020 CAT #J 1 of 4	BINDING COMBS: PLASTIC; <b>BLACK</b> ; 1/4 INCH SPINE DIAMETER. 25 SHEET CAPACITY	BOX/100	\$ _____	16	\$ _____	
01-56-021 CAT #J 2 of 4	BINDING COMBS: PLASTIC; <b>BLACK</b> ; 3/8 INCH SPINE DIAMETER. 55 SHEET CAPACITY	BOX/100	\$ _____	33	\$ _____	
01-56-022 CAT #J 3 of 4	BINDING COMBS: PLASTIC; <b>BLACK</b> ; 1/2 INCH SPINE DIAMETER. 85 SHEET CAPACITY	BOX/100	\$ _____	54	\$ _____	
01-56-023 CAT #J 4 of 4	BINDING COMBS: PLASTIC; <b>BLACK</b> ; 3/4 INCH. SPINE DIAMETER. 150 SHEET CAPACITY	BOX/100	\$ _____	6	\$ _____	CAT #J TOTAL = \$ _____

**ITEM SHEET CONTINUED**

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	CATEGORY #Z					
01-01-020 CAT #Z 1 of 98	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 8-1/2 X 14, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/10 REAMS	\$ _____	5	\$ _____	
01-01-030 CAT #Z 2 of 98	MULTI- PURPOSE RECYCLED COPY PAPER - WHITE 11 X 17, 20 LB. FOR COPIERS, LASER, INKJET, FAX AND OFFSET PRESSES: HARD SURFACED, MOISTURE RESISTANT WRAP.	CTN/5 REAMS	\$ _____	15	\$ _____	
01-01-075 CAT #Z 3 of 98	LINED WHITE COMPOSITION PAPER 8 X 10-1/2 RULED 3/8" SHORTWAY: WHITE SULFITE, 16LBS.; NO MARGINS.	CTN/10 REAMS	\$ _____	38	\$ _____	
01-01-080 CAT #Z 4 of 98	LINED WHITE COMPOSITION PAPER 8 X 10-1/2 3-HOLE PUNCHED RULED 3/8" SHORT WAY: WHITE SULFITE, SUBSTANCE 16, NO MARGINS.	CTN/10 REAMS	\$ _____	17	\$ _____	
01-01-085 CAT #Z 5 of 98	LINED WHITE WRITING PADS 8-1/2 X 11 RULED 3/8" SHORTWAY: WHITE SULFITE, NO MARGINS, SUBSTANCE 16, 100 SHEETS/PAD.	CTN/48 PADS	\$ _____	18	\$ _____	
01-01-087 CAT #Z 6 of 98	LINED <b>CANARY</b> WRITING PADS 8-1/2 X 11 RULED 3/8" SHORT WAY NO MARGINS, 50 SHEETS/PAD 16 LB.	PKG/12	\$ _____	16	\$ _____	
01-01-090 CAT #Z 7 of 98	SPELLING SLIPS 4 X 10-1/2 RULED 3/8" SHORT WAY: WHITE, SUBSTANCE 16 .	REAM/5 00SHTS.	\$ _____	18	\$ _____	
01-01-092 CAT #Z 8 of 98	RAINBOW SENTENCE STRIPS 3" X 24": KRAFT PAPER, 1-3/4 GUIDELINE, <b>YELLOW, ORANGE, PINK, BLUE, GREEN.</b> BEMISS-JASON 7340-0 OR APPROVED EQUAL.	PKG/100	\$ _____	92	\$ _____	
01-01-105 CAT #Z 9 of 98	GRAPH PAPER 8-1/2 X 11 RULED 1/4": TWO SIDED, WHITE, SUBSTANCE 16.	CTN/10 REAMS	\$ _____	48	\$ _____	
01-01-110 CAT #Z 10 of 98	GRAPH PAPER 8-1/2 X 11 RULED 1/2": TWO SIDED, WHITE, SUBSTANCE 16.	CTN/10 REAMS	\$ _____	16	\$ _____	
01-01-115 CAT #Z 11 of 98	GRAPH PAPER 8-1/2 X 11 RULED 1": TWO SIDED, WHITE, SUBSTANCE 16.	CTN/10 REAMS	\$ _____	3	\$ _____	
01-01-120 CAT #Z 12 of 98	CHART PAPER TABLETS: GUIDELINE RULED 24 X 32 1 1/2"; CASCADE #: 166399 OR APPROVED EQUAL.	EACH/ 25 SHTS.	\$ _____	27	\$ _____	
01-01-140 CAT #Z 13 of 98	MANILA OAKTAG 9 X 12 MEDIUM WT. 125 LBS. RIVERSIDE 4104R OR APPROVED EQUAL	PKG/100 SHTS	\$ _____	213	\$ _____	
01-01-145 CAT #Z 14 of 98	MANILA OAKTAG 12 X 18 HEAVY Wt. 150 LBS. RIVERSIDE OR APPROVED EQUAL	PKG/100 SHTS	\$ _____	117	\$ _____	
01-01-150 CAT #Z 15 of 98	MANILA OAKTAG 18 X 24 HEAVY WT. 150 LBS. RIVERSIDE OR APPROVED EQUAL	PKG/100 SHTS	\$ _____	21	\$ _____	
01-01-160 CAT #Z 16 of 98	EASEL CHART PAPER PAD 24 X 32: TOP GRADE BOND, PADDED AT TOP, 1" RULING, 3-HOLE PUNCHED FOR EASEL.	PAD/70 SHTS	\$ _____	526	\$ _____	

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01-01-162 <b>CAT #Z</b> <b>17 of 98</b>	EASEL PAD 27 x 34 1" SQUARES: 3-HOLE PUNCHED FOR EASEL. TOPS-7900 OR APPROVED EQUAL.	PAD/50 SHTS	\$_____	75	\$_____	
01-05-001 <b>CAT #Z</b> <b>18 of 98</b>	SPELLING BOOK 5-1/4 x 8-1/2: 24 PAGES, WHITE, SUBSTANCE 16 LBS., RULED 3/8" W/BUE HORIZONTAL LINES AND DOUBLE RED CENTER LINE FORMING 2 COLUMNS.	PKG/48	\$_____	12	\$_____	
01-05-005 <b>CAT #Z</b> <b>19 of 98</b>	COMPOSITION BOOK 7 X 8-1/2 72 PAGES: WHITE SUBSTANCE 16 LBS., RULED LINES 3/8", IMITATION PRESSBOARD COVERS, W/TAPE REINFORCEMENT. TRIPLE WIRE STITCHED. <b>SAMPLE REQUIRED.</b>	CTN/144	\$_____	49	\$_____	
01-05-010 <b>CAT #Z</b> <b>20 of 98</b>	COMPOSITION BOOK 7 X 8-1/2 40 PAGES: WHITE, SUBSTANCE 16 LBS., RULED LINES 3/8", IMITATION PRESSBOARD COVERS, W/TAPE REINFORCEMENT. TRIPLE WIRE STITCHED. <b>SAMPLE REQUIRED.</b>	CTN/400	\$_____	5	\$_____	
01-05-012 <b>CAT #Z</b> <b>21 of 98</b>	MARBLE BOOK 7 X 8-1/2 40 PAGES: RULED 3/8" SHORT WAY W/ MARGIN, FLEXIBLE COVER.	CTN/144	\$_____	20	\$_____	
01-05-013 <b>CAT #Z</b> <b>22 of 98</b>	MARBLE COMPOSITION BOOK 9-3/4 X 7-1/2 100 PAGES: WIDE RULED, HARD COVER, SEWN AND TAPE BOUND FOR STRENGTH. MEA-09910-S6 OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	CTN/144	\$_____	365	\$_____	
01-05-015 <b>CAT #Z</b> <b>23 of 98</b>	EXAMINATION BLUE BOOK 7 X 8-1/2 16 PAGES: RULED WITH MARGIN.	CTN/800	\$_____	2	\$_____	
01-05-026 <b>CAT #Z</b> <b>24 of 98</b>	CLASS RECORD BOOK 8-1/2 X 11: <b>PERFORATED</b> PAGES, WIRE BOUND, SPACE FOR 30-40 NAMES, SEATING CHART, COMMON CENTS CLASS RECORD BOOK #: RIECB910 OR CASCADE 0231555 OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	EACH	\$_____	331	\$_____	
01-05-030 <b>CAT #Z</b> <b>25 of 98</b>	HARD COVER SKETCH BOOK 11 X 14: FINE WHITE DRAWING PAPER, 192 MIN. PAGES, EXPERTLY BOUND. CACHET 1004C. <b>NO SUBSTITUTE.</b>	EACH	\$_____	120	\$_____	
01-05-035 <b>CAT #Z</b> <b>26 of 98</b>	STENO NOTEBOOK: 6" X 9"; 80 WHITE PAGES	PACK/12	\$_____	5	\$_____	
01-05-040 <b>CAT #Z</b> <b>27 of 98</b>	SELF-STICK REMOVABLE ADHESIVE NOTES: 1 1/2" X 2"; <b>YELLOW.</b>	PACK/12	\$_____	177	\$_____	
01-05-041 <b>CAT #Z</b> <b>28 of 98</b>	SELF-STICK REMOVABLE ADHESIVE NOTES: 3" x 3"; <b>YELLOW.</b>	PACK/18	\$_____	100	\$_____	
01-10-001 <b>CAT #Z</b> <b>29 of 98</b>	RULED INDEX CARDS 3 X 5: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX/100 0	\$_____	108	\$_____	
01-10-005 <b>CAT #Z</b> <b>30 of 98</b>	RULED INDEX CARDS 4 X 6: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX/100 0	\$_____	72	\$_____	
01-10-010 <b>CAT #Z</b> <b>31 of 98</b>	RULED INDEX CARDS 5 X 8: WHITE, INDEX BRISTOL SULFITE STOCK, 8 POINT, 100 WRAPPED.	BOX/500	\$_____	31	\$_____	
01-15-001 <b>CAT #Z</b> <b>32 of 98</b>	VERTICAL MANILLA FILE FOLDER LETTER SIZE 11-3/4 X 9-1/2: 11 POINT, THIRD CUT, 100/BOX.	CTN/5 BOXES	\$_____	113	\$_____	
01-15-004 <b>CAT #Z</b> <b>33 of 98</b>	HANGING FOLDERS: STANDARD <b>GREEN</b> ; 11 POINT; 1/3 CUT TAB, LETTER SIZE.	BOX/25	\$_____	160	\$_____	



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01-20-005 <b>CAT #Z</b> <b>34 of 98</b>	INTERMEDIATE ROUND UNTIPPED PENCIL 11/32" DIA.: LARGE DIAMETER LEADS, NOT LESS THAN 6-7/8" LONG. DIXON LADDIE NO. 13304 OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	GROSS/1 44	\$ _____	2	\$ _____	
01-20-010 <b>CAT #Z</b> <b>35 of 98</b>	TRIANGULAR BARREL SHAPED BEGINNER'S PENCIL #2 W/ GUARANTEED LATEX FREE ERASER: NON-TOXIC COLORED BARREL, "LATEX FREE" MUST BE PRINTED ON PRODUCT AND/OR PACKAGING. <b>SAMPLE REQUIRED.</b>	1/2 GROSS	\$ _____	30	\$ _____	
01-20-015 <b>CAT #Z</b> <b>36 of 98</b>	STANDARD SIZE TIPPED #2 DEGREE PENCIL: BEST QUALITY, SEMI - HEXAGON EDGE WITH BRASS FERRULE AND Guaranteed LATEX FREE ERASER, BONDED LEAD. "LATEX-FREE" MUST BE PRINTED ON PRODUCT AND/OR PACKAGING. AMERICAN PAPERMATE OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	GROSS/1 44	\$ _____	267	\$ _____	
01-20-025 <b>CAT #Z</b> <b>37 of 98</b>	PENCIL SHARPENERS: SHARPENS 8 SIZES OF PENCILS, STEEL GEARS AND CUTTERS, PENCIL "STOP", MOUNT ON DESK OR WALL, SCREWS INCLUDED. BOSTON KS 1031 OR APPROVED EQUAL.	EACH	\$ _____	48	\$ _____	
01-20-026 <b>CAT #Z</b> <b>38 of 98</b>	PENCIL SHARPENERS: X-ACTO 1606 HIGH VOLUME COMMERCIAL ELECTRIC PENCIL SHARPENER, BEIGE OR BLACK EPI-1606 <b>NO SUBSTITUTE.</b>	EACH	\$ _____	200	\$ _____	
01-20-030 <b>CAT #Z</b> <b>39 of 98</b>	LATEX-FREE BLOCK ERASERS: SOFT, <b>PINK</b> , PLIABLE, FREE FROM GRIT, 60-72 PIECES TO A POUND BOX. "LATEX-FREE" MUST BE PRINTED ON PRODUCT AND PACKAGING. CHARLES LEONARD, INC OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	POUND	\$ _____	44	\$ _____	
01-20-035 <b>CAT #Z</b> <b>40 of 98</b>	LATEX-FREE ERASER CAPS FOR PENCILS: TO FIT STD. DIA. PENCIL. "LATEX-FREE" MUST BE PRINTED ON PRODUCT AND PACKAGING. CHARLES LEONARD, INC OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	GROSS/1 44	\$ _____	33	\$ _____	
01-22-003 <b>CAT #Z</b> <b>41 of 98</b>	HIGHLIGHTER - TANK STYLE: CHISEL TIP <b>YELLOW</b> . 12 TO A PACK, SOLD 12 PACKS TO A CARTON. SHARPIE 25025 OR APPROVED EQUAL.	CTN/12 PACKS	\$ _____	15	\$ _____	
01-22-004 <b>CAT #Z</b> <b>42 of 98</b>	HIGHLIGHTER - TANK STYLE: CHISEL TIP <b>ASSORTED</b> COLOR SET. 12 TO A PACK, SOLD 12 PACKS TO A CARTON. SHARPIE 25053 OR APPROVED EQUAL.	CTN/12 PACKS	\$ _____	6	\$ _____	
01-25-010 <b>CAT #Z</b> <b>43 of 98</b>	PRIMARY RULER 30 CM: ONE EDGE GIVES CM MARKINGS AND NUMBERS, THE OTHER EDGE GIVES GRAPHIC AND TACTILE CM, MOLDED-IN RAISED MARKINGS, STURDY PLASTIC, BUILT IN HANDLE. OHAUS OR APPROVED EQUAL.	DOZEN	\$ _____	58	\$ _____	
01-25-015 <b>CAT #Z</b> <b>44 of 98</b>	DOUBLE BEVEL RULER ENGLISH-METRIC: 12" LONG, SCALED IN SIXTEENTHS ON ONE BEVEL, METRIC ON OPPOSITE BEVEL, AND FULL PROTRACTOR ON BACK, HARD MAPLE, BRASS EDGE, PENCIL GROOVE. FALCON 431P-12 OR APPROVED EQUAL.	DOZEN	\$ _____	39	\$ _____	
01-25-020 <b>CAT #Z</b> <b>45 of 98</b>	YARDSTICKS: WOODEN, VARNISHED. 1-1/8" WIDE. SCALED ON BOTH SIDES. HAS 1/8" DIVISION AND FRACTIONS OF A YARD.	DOZEN	\$ _____	16	\$ _____	
01-25-025 <b>CAT #Z</b> <b>46 of 98</b>	METERSTICKS: WOODEN. VARNISHED. 1" WIDE. SCALED IN CENTIMETERES. DIVIDED ON BOTH SIDES, MILLIMETERS ON ONE SIDE AND INCHES DIVIDED INTO EIGHTHS ON THE OTHER.	DOZEN	\$ _____	17	\$ _____	

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01-35-001 <b>CAT #Z</b> <b>47 of 98</b>	INVISIBLE TAPE IN DISPENSER: WRITE-ON, 3/4" x36 YDS. 3M 810 OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	DOZEN	\$_____	90	\$_____	
01-35-005 <b>CAT #Z</b> <b>48 of 98</b>	INVISIBLE TAPE 3/4 X 36 YDS: 1 INCH CORE WRITE-ON. 3M NO. 6200 OR APPROVED EQUAL.	DOZEN	\$_____	87	\$_____	
01-35-015 <b>CAT #Z</b> <b>49 of 98</b>	TRANSPARENT TAPE 3/4 X 36 YDS: 1 INCH CORE GLOSSY FINISH 3M NO. 5910 OR APPROVED EQUAL.	DOZEN	\$_____	22	\$_____	
01-35-019 <b>CAT #Z</b> <b>50 of 98</b>	TAPE DISPENSER: WEIGHTED NON-SLIP RUBBER BASE. HOLDS UP TO 3/4"WIDE, 1" CORE TAPE.	EACH	\$_____	90	\$_____	
01-35-020 <b>CAT #Z</b> <b>51 of 98</b>	MASKING TAPE 3/4 INCH X 60 YARDS: 3M #234 OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	DOZEN	\$_____	94	\$_____	
01-35-023 <b>CAT #Z</b> <b>52 of 98</b>	BLUE MASKING TAPE 1 INCH X 30 YARDS: EASY REMOVAL DOES NOT HARM PAINT. 3M SCOTCH BLUE MASKING TAPE #2090-TA1510 OR APPROVED EQUAL.	PKG/ 2 ROLLS	\$_____	41	\$_____	
01-35-025 <b>CAT #Z</b> <b>53 of 98</b>	DUCT TAPE 2 INCH WIDE X 60 YARDS: MINIMUM .9MIL. SHUR OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	ROLL	\$_____	74	\$_____	
01-35-030 <b>CAT #Z</b> <b>54 of 98</b>	PACKAGING TAPE: CLEAR VIEW, APPROX. 2 INCH X 55 YDS; 3 INCH CORE; MINIMUM 1.6 MIL THICK <b>SAMPLE REQUIRED.</b>	PACK/6	\$_____	44	\$_____	
01-35-035 <b>CAT #Z</b> <b>55 of 98</b>	CLEAR GLUE STICKS: NONTOXIC, ACID-FREE. APPROX .26 OZ; AVERY 98070 OR APPROVED EQUAL.	PACK/18	\$_____	92	\$_____	
01-40-019 <b>CAT #Z</b> <b>56 of 98</b>	MARKERBOARD ERASER 5x2x1. CLEANS UP W/SOAP AND WATER. SANFORD EXPO 81505 OR APPROVED EQUAL.	DOZEN	\$_____	54	\$_____	
01-45-001 <b>CAT #Z</b> <b>57 of 98</b>	HALF STRIP STAPLER: OPEN CHANNEL LOADING, NON-SKID, POSITIVE LATCH RELEASE, HOLDS 105 STANDARD STAPLES, MUST OPEN FLAT. SWINGLINE 711 W/ R OR BOSTITCH B400 OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	EACH	\$_____	89	\$_____	
01-45-003 <b>CAT #Z</b> <b>58 of 98</b>	FULL STRIP STAPLER: ANVIL ROTATES FOR STAPLING OR PINNING, FULL RUBBER FOOT. SWINGLINE 545 OR BOSTITCH B440 OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	EACH	\$_____	128	\$_____	
01-45-005 <b>CAT #Z</b> <b>59 of 98</b>	STAPLES STANDARD.	BOX/5M	\$_____	319	\$_____	
01-45-007 <b>CAT #Z</b> <b>60 of 98</b>	STAPLE REMOVER: RUST-PROOF STEEL JAWS REMOVE STAPLES EASILY WITHOUT DAMAGING PAPER. SWINGLINE 100 OR APPROVED EQUAL.	EACH	\$_____	58	\$_____	
01-55-001 <b>CAT #Z</b> <b>61 of 98</b>	PAPER CLIPS GEM #1: 100/BOX.	CTN/10 BOXES	\$_____	56	\$_____	
01-55-005 <b>CAT #Z</b> <b>62 of 98</b>	PAPER CLIPS JUMBO: 100/BOX.	CTN/10 BOXES	\$_____	67	\$_____	
01-55-011 <b>CAT #Z</b> <b>63 of 98</b>	MINI METAL BINDER CLIPS: 9/16 INCH WITH 1/4 INCH CAPACITY; <b>BLACK</b>	PKG/60	\$_____	52	\$_____	
01-55-012 <b>CAT #Z</b> <b>64 of 98</b>	SMALL METAL BINDER CLIPS: 3/4 INCH WITH 3/8 INCH CAPACITY; <b>BLACK</b>	PKG/40	\$_____	55	\$_____	

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01-55-013 CAT #Z 65 of 98	MEDIUM METAL BINDER CLIPS: 1 1/4 INCH WITH 5/8 INCH CAPACITY; <b>BLACK</b>	PKG/24	\$_____	46	\$_____	
01-55-014 CAT #Z 66 of 98	LARGE METAL BINDER CLIPS: 2 INCH SIZE WITH 1 INCH CAPACITY; <b>BLACK</b> .	PKG/12	\$_____	18	\$_____	
01-55-015 CAT #Z 67 of 98	ASSORTED METAL BINDER CLIPS: <b>BLACK</b> .	PKG/60	\$_____	11	\$_____	
01-55-020 CAT #Z 68 of 98	T - PINS 1- 1/2 INCH: 100/BOX.	CTN/10 BOXES	\$_____	16	\$_____	
01-55-025 CAT #Z 69 of 98	CLIPBOARD 9 X 12-1/2: SMOOTH HARDBOARD FINISH ON BOTH SIDES W/BEVELED EDGES.	EACH	\$_____	65	\$_____	
01-55-030 CAT #Z 70 of 98	BRASS FASTENERS -ROUND HEAD; 1 INCH.	BOX/100	\$_____	81	\$_____	
01-55-031 CAT #Z 71 of 98	BRASS FASTENERS -ROUND HEAD; 1 1/2 INCH.	BOX/100	\$_____	47	\$_____	
01-55-040 CAT #Z 72 of 98	CORRECTION FLUID: FAST DRY; FOAM APPLICATOR. 20 ML FLUID.	CTN/12	\$_____	41	\$_____	
01-55-041 CAT #Z 73 of 98	CORRECTION TAPE IN COMPACT DISPENSER: SINGLE LINE; WHITE; 1/6" X 400" BIC WITE-OUT 50790 OR APPROVED EQUAL.	PACK/10	\$_____	6	\$_____	
01-60-005 CAT #Z 74 of 98	PLAIN WHITE ENVELOPES #10: 4-1/8 X 9-1/4 WHITE SULFITE RECYCLED PAPER, SUBSTANCE 24, GUMMED FLAP, DIAGONAL SEAM.	BOX/500	\$_____	62	\$_____	
01-60-008 CAT #Z 75 of 98	KRAFT CLASP ENVELOPES 6-1/2 X 9-1/2: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	\$_____	51	\$_____	
01-60-010 CAT #Z 76 of 98	KRAFT CLASP ENVELOPES 9 X 12: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	\$_____	91	\$_____	
01-60-015 CAT #Z 77 of 98	CLASP ENVELOPES 10 X 13: SUBSTANCE 28, GUMMED FLAP, METAL CLASP.	BOX/100	\$_____	94	\$_____	
01-60-025 CAT #Z 78 of 98	INTER- DEPARTMENT ENVELOPES 10 X 13: PRINTED STANDARD FORM, PUNCHED HOLES, BUTTON & STRING CLOSURE, SUBSTANCE 28, KRAFT STOCK.	BOX/100	\$_____	17	\$_____	
01-60-028 CAT #Z 79 of 98	INTER-DEPARTMENT ENVELOPES APPROXIMATE 4-1/2 X 11: PRINTED STANDARD FORM, PUNCHED HOLES, UNGUMMED FLAP, SUBSTANCE 28, KRAFT STOCK.	BOX/500	\$_____	8	\$_____	
01-60-030 CAT #Z 80 of 98	WHITE MULTI-PURPOSE ADDRESS LABELS: 1 in. X 2-5/8 in.; AVERY 5160 OR APPROVED EQUAL. <b>SHEET SAMPLE REQUIRED.</b>	BOX/300 0	\$_____	78	\$_____	
01-60-035 CAT #Z 81 of 98	WHITE FILING FOLDER LABELS: PERMANENT - ADHESIVE FOR 1/3-CUT, 3 TAB FOLDERS; 2/3 in. X 3-7/16 in. AVERY 5366 OR APPROVED EQUAL.	BOX/150 0	\$_____	11	\$_____	
01-60-040 CAT #Z 82 of 98	SELF-ADHESIVE PRINT OR WRITE NAME BADGE LABELS; <b>BLUE OR RED</b> BORDER.	PACK/10 0	\$_____	45	\$_____	
01-60-041 CAT #Z 83 of 98	"HELLO" BADGE LABELS: SELF-ADHESIVE PRINT OR WRITE NAME; <b>BLUE OR RED</b> .	PACK/10 0	\$_____	77	\$_____	

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01-65-001 <b>CAT #Z</b> <b>84 of 98</b>	BLUE TOWEL CLOTH 12.5 in. X 16.8 in. WATER AND OIL ABSORBENT, 160 WIPERS PER BOX. WYPALL X80 TOWELS #41041 OR APPROVED EQUAL.	BOX/160	\$_____	12	\$_____	
01-65-005 <b>CAT #Z</b> <b>85 of 98</b>	PREMIUM FACIAL TISSUE 2-PLY WHITE: MINIMUM 144 CT TISSUE/BOX. <b>SAMPLE REQUIRED.</b>	CASE/36 BOXES	\$_____	167	\$_____	
01-65-010 <b>CAT #Z</b> <b>86 of 98</b>	ALKALINE BATTERY SIZE AAA; 1.5 VOLT; GUARANTEED. 16 COUNT.	PKG./16	\$_____	49	\$_____	
01-65-012 <b>CAT #Z</b> <b>87 of 98</b>	ALKALINE BATTERY SIZE AA; 1.5 VOLT; GUARANTEED. 16 COUNT.	PKG./16	\$_____	106	\$_____	
01-65-014 <b>CAT #Z</b> <b>88 of 98</b>	ALKALINE BATTERY SIZE C; 1.5 VOLT; GUARANTEED. 4 COUNT.	PKG./4	\$_____	22	\$_____	
01-65-016 <b>CAT #Z</b> <b>89 of 98</b>	ALKALINE BATTERY SIZE D; 1.5 VOLT; GUARANTEED. 4 COUNT.	PKG./4	\$_____	25	\$_____	
01-65-018 <b>CAT #Z</b> <b>90 of 98</b>	ALKALINE BATTERY SIZE 9 VOLT; GUARANTEED. 4 COUNT.	PKG./4	\$_____	24	\$_____	
01-80-005 <b>CAT #Z</b> <b>91 of 98</b>	LAMINATING FILM 18 in. x 500 ft. x 1.5 MIL. WT. STD., 1-INCH POLY-IN CORE (FOR G B C LAMINATOR).	ROLL	\$_____	11	\$_____	
01-80-010 <b>CAT #Z</b> <b>92 of 98</b>	LAMINATING FILM 25 in. x 500 ft. x 1.5 MIL WT STD 1-INCH POLY-IN CORE (FOR G B C LAMINATOR).	ROLL	\$_____	210	\$_____	
01-85-001 <b>CAT #Z</b> <b>93 of 98</b>	PLAIN PAPER COPIER TRANSPARENCY FILM 8-1/2 X 11 TYPE E HIGH HEAT W/ BLACK LINE IMAGE AND REMOVABLE STRIPES, 5 MIL. WT.: FOR CANNON AND SAVIN COPIERS. 3 M PP -2200 OR APPROVED EQUAL.	BOX/100	\$_____	162	\$_____	
01-85-005 <b>CAT #Z</b> <b>94 of 98</b>	THERMAL PROJECTION TRANSPARENCY FILM 8-1/2 X 10-1/2 CLEAR - BACKLINE IMAGE: 3 MIL. WT.; SINGLE SHEET FILM. ARKWRIGHT 65-00-00 OR APPROVED EQUAL.	BOX/100	\$_____	8	\$_____	
01-85-010 <b>CAT #Z</b> <b>95 of 98</b>	WRITE-ON TRANSPARENCY FILM 8-1/2 x 11 CLEAR ACETATE: 5 MIL. WT. NORTHEAST OR APPROVED EQUAL.	BOX/100	\$_____	8	\$_____	
01-85-015 <b>CAT #Z</b> <b>96 of 98</b>	WATER SOLUBLE 4- COLOR PEN SET - BROAD TIP: GREEN, RED, BLUE AND BLACK FOR TRANSPARENCY FILM. SANFORD 01574 OR APPROVED EQUAL.	SET/4	\$_____	35	\$_____	
01-85-016 <b>CAT #Z</b> <b>97 of 98</b>	WATER SOLUBLE 4- COLOR PEN SET - FINE TIP: GREEN, RED, BLUE AND BLACK FOR TRANSPARENCY FILM. SANFORD 16074 OR APPROVED EQUAL.	SET/4	\$_____	180	\$_____	
01-90-001 <b>CAT #Z</b> <b>98 of 98</b>	WALL CLOCK; BATTERY OPERATED W/ SECOND HAND. MINIMUM DIMENSIONS 12" DIAMETER ASIN B001QV202I OR APPROVED EQUAL. <b>SAMPLE REQUIRED.</b>	EACH	\$_____	150	\$_____	

**IMPORTANT:** Bid awards will be made as indicated by category total (A, B, C, D, E, F, G, H ,I, J) or category Z by line item to the lowest responsive and responsible bidder. If bidding on a particular category (except for category Z), all items within that category must be bid on.

\*If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. If the alternate product information (listed above) is not provided at the time of the bid the bidder may be deemed non responsive.

The undersigned agrees that, if selected as contractor, s/he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the City of Newton, execute a contract in accordance with the terms of this bid. The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that s/he will comply fully with all laws and regulations applicable to awards made subject to M.G.L. Chapter 30B.

The undersigned further certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. Chapter 29, Section 29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

**Contractor acknowledges Addendum(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_**

Date \_\_\_\_\_

\_\_\_\_\_  
(Name of General Bidder)

BY: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name and Title of Signatory)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State Zip)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(E-mail address)

**NOTE:** If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

**END OF SECTION**